



## OFFICE OF THE CLERK/TREASURER

### City of Burlington

City Hall, Room 20, 149 Church Street, Burlington, VT 05401

[www.burlingtonvt.gov/CT](http://www.burlingtonvt.gov/CT)

Voice (802) 865-7000

Fax (802) 865-7014

## TAX ABATEMENT REQUEST FORM

Dear Taxpayer,

The completed tax abatement request form may be submitted to either the clerk's office or the assessor's office. The City of Burlington Board of Tax Abatement (BTA) is a board comprised of the city council, the mayor, and the city assessor. A committee, of the board, comprised of three members of the city council, will review requests and make recommendations to the full board.

The filing of this form does not suspend the collection of any property tax, penalties, interest, or delinquency. Pay the tax due, in full, to avoid an imposition of interest and penalties. Unpaid taxes and/or penalties will continue to accrue interest.

The BTA hears requests several times throughout the year, generally, Sept/Oct., Nov./Dec. and Feb. Following receipt of your abatement request, the assessor's office will notify you, prior to the next closest date, of the date, time, and place that the committee will review your request. Requests must be submitted at least three weeks prior to the next hearing date. You may offer testimony at the committee's meeting review, although; testimony and attendance is not required. However, testimony may help the committee make a more informed decision.

Following this meeting, the committee will make a recommendation to the full BTA suggesting they grant, deny, or deny with adjustment the abatement request. The clerk's office will notify you of the date, time, and place the BTA will make a final decision on your request. A final chance to offer testimony is available at this meeting. The BTA may choose to abate all, part, or none of the taxes, interest, and penalties due; it is under no obligation to grant any abatement request. If the BTA denies a request, the taxpayer will be liable for all additional interest and/or penalties. In most circumstances, if the BTA grants the request, taxes and penalties paid previously may be refunded or credited to an account.

The BTA's decisions follow criteria from Title III, Article 15 section 42 of the city charter.

is the tax illegal?  
is the tax manifestly unjust?  
is the tax uncollectable?

**A late tax payment and a lost tax payment are typically denied any type of tax abatement.**

Please **complete the request form**, on the back side of this letter, **provide a copy of your tax bill, property record card (assessment card) and any other applicable documents**. The applicant is responsible for supplying evidence to support an abatement request. The committee or BTA may request from the taxpayer/owner financial information, information about the condition of the property, insurance, photographs, a physical inspection of the property, medical bills, etc. Requested information should be provided no less than two weeks prior to any meeting review.

You will be notified in writing of the board's decision. The taxpayer may appeal the board's decision to The Vermont Superior Court in accordance with Vermont Rules of Civil Procedure rule 75.

Respectfully,  
City Treasurer's Office

# TAX ABATEMENT REQUEST FORM

Please submit one form per property tax abatement request

Additional copies of this form are found at [www.burlingtonvt.gov/CT/PropertyTax/Abatement](http://www.burlingtonvt.gov/CT/PropertyTax/Abatement)

Submit to: Attention: Lori, Burlington City Hall, 2<sup>nd</sup> Floor—Room 20, 149 Church Street, Burlington, VT 05401

Date of this Request: \_\_\_\_\_

Name, Property Owner on Grand List: \_\_\_\_\_

Name, Applicant: \_\_\_\_\_  
(Describe the relationship of applicant to listed owner if the applicant is not the listed owner)

New Owner, Purchase Date: \_\_\_\_\_

Executor/Administrator of Estate: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip code: \_\_\_\_\_

Applicant's Email and Phone #: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Parcel ID Number (000-0-000-000): \_\_\_\_\_ or,

Account Number (PPP000000): \_\_\_\_\_ business personal property  
(Can be found on the tax bill or property record card)

Dollar amount you are requesting abated: \$ \_\_\_\_\_

Circle abatement type requested: taxes penalties interest prior year delinquency other

Briefly describe your abatement request. You may submit a letter with more details of your request.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Space below is saved for Board notes:

Date received:

